

Town Clerk

Job Summary

Maintains official records and vital statistics of the Town. Prepares official reports, collects fees and serves as town official. This is a part-time position.

Responsibilities and Duties

1. Processes motor vehicle titles and registrations; processes new registrations, transfers and renewals; issues decals, license plates, titles and State applications. Processes mailed-in and E-reg renewal registrations. Collects fees and provides accounting for motor vehicle registrations; makes weekly deposits for the state funds collected to the NH Department of Motor Vehicles. Enters automobile registrations into computer weekly; files title applications.
2. Issues dog licenses; collects and records fees; updates dog information in computer. Mails out New Dog Notices and Dog Licensing Reminders; processes mailed-in dog licenses.
3. Responds to inquiries from the public, town officials and other Town employees.
4. Completes marriage licenses and fees. Issues certified copies of marriage licenses, birth and death certificates.
5. Responsible for setting up for elections; attends elections to check out voters; assists with counting votes. Records all election results. Mails absentee ballots and enters request into Electionet.
6. Supervises Deputy Town Clerk and assigns duties

Qualifications and Skills

1. High school diploma or equivalent.
2. Some secretarial or bookkeeping specialized training or experience, preferably in a municipality.
3. Certification by the NH Department of Motor Vehicles to use State computer program or the ability to obtain certification within a reasonable time
4. Ability to communicate effectively.
5. Knowledge of standard office practices and procedures, double-entry accounting and knowledge of standard bookkeeping practices.
6. Ability to make accurate arithmetic calculations.
7. Some knowledge of State and local laws and ordinances governing elections, licensing, vital statistics, and related laws governing operation of the Town Clerk's office.